

SURVEY OF LOCAL GOVERNMENTS INSTRUCTIONS FOR MUNICIPALITIES

This form should be completed and submitted annually to the Utah State Auditor's Office by December 31. The form may be submitted via hard copy or email to one of the following addresses:

Mailing Address

Utah State Auditor Office
E310 State Capitol Complex
Salt Lake City, Utah 84114-2310

Email Address

utforms@utah.gov

- DO NOT change the line item titles or the number of lines on the form. If you are uncertain where to include certain financial items, contact the Utah State Auditor's Office.
- DO NOT use a form from another year for the year you are reporting, (e.g., do not use a 2004 form for 2005 or vice versa). Current forms can be downloaded from the internet by visiting the web site of the Utah State Auditor's Office at www.sao.state.ut.us or by contacting the Utah State Auditor's Office.

GENERAL INSTRUCTIONS

1. PARTS I through VI of this form require reported amounts to be split between governmental fund types and enterprise funds. The columns for governmental funds should include transactions involving the following types of funds.
 - General Fund
 - Special Revenue Funds
 - Capital Projects Funds
 - Debt Service Funds
 - All Other Special and Public Trust Funds (Permanent Funds)
 - Payments to pension systems administered privately or by other governments
2. In addition to your primary government, include in this report the financial transactions of all blended component units such as the following:
 - Airport authorities
 - Municipal building authorities
 - Community redevelopment agencies
 - Historic districts
 - Hospitals
 - Library, planetarium, and other districts
 - Municipal improvement districts
 - Neighborhood redevelopment agencies
 - Parking and business improvement districts
 - Zoning districts
3. Transactions from the following funds or activity types should be excluded from the report:
 - Internal Service Funds
 - Agent Transactions (Agency Funds) – Moneys collected by your government acting only as an agent for the state or other governments (e.g., social security and income tax withholding)
 - Transfers – Activity between funds, departments, or agencies of your government
 - Investment Transactions – Receipts from sale of investments and payments for purchase of investments
 - Refunds of revenues or expenditures
 - Pension funds administered by your government
 - Private-purpose trust funds

4. Amounts received from or paid to other governments for services should be reported in PART III – Intergovernmental Revenues or PART V – Intergovernmental Expenditures. See the instructions for PARTS III and V for further detailed instructions.
5. Report all amounts in whole dollars.
6. Do not change the form or add lines. If there is not a line for an amount you need to enter, include it on an appropriate line for "other" or "miscellaneous." Amounts for items may be combined on these lines. If you are unsure where to list an amount, contact the person listed below.
7. Do not forget to include the name of the person who prepared the form in PART IX. Please type or print your name legibly.
8. If you have questions about the form, call or write:

Richard Moon
Utah State Auditor Office
E310 State Capitol Complex
Salt Lake City, UT 84114-2310
(801) 538-1334 or 1-800-622-1243
FAX (801) 538-1383
richardmoon@utah.gov

LINE ITEM INSTRUCTIONS

PART I – TAX REVENUES

Items 1-5 – Report collections from all taxes imposed by your government. Include current and delinquent amounts, penalties, and interest. Do not include receipts from service charges, special assessments, interest earnings, fines, or any other sources that are not taxes or licenses.

1. Property Taxes – All taxes on property, real or personal, measured by value. Report collections during the fiscal year from all levies for all funds of your government and its agencies; include levies for debt service, pension funds, and other funds or purposes. However, exclude any taxes you collected for other governments.
2. Fee in Lieu – Report the fee in lieu of ad valorem property taxes that is levied on motor vehicles, watercraft, recreational vehicles and all other tangible personal property required to be registered with the state before it is used on a public highway, on a public waterway, on public land, or in the air.
3. Local Sales Taxes – Taxes on goods and services, measured as a percent of sales or receipts, or as an amount per unit sold (gallon, package, etc.). Report only those taxes imposed by your government; shares of taxes imposed by another government are to be reported under PART III below.
4. Franchise Taxes – Report only those public utility franchise taxes imposed by your government.
5. Licenses, Permits, and Other Taxes – Taxes not included above (e.g., license and inspection charges on occupations and businesses, animals, vehicles, etc.)

PART II – REVENUES – Other than tax and intergovernmental revenues

Enter amounts of the stated types of revenue (net of refunds and interfund transfers) received by your government during the fiscal year.

1. Utility Sales Revenue and User Fees – Gross receipts of any water, electric, gas, or transit systems operated by your government from utility sales and charges. Exclude any amounts paid to such utilities by the parent government, but include amounts received from the sale of utility commodities and services to the federal, state or other local governments.
- 2–5. Other Sales and Service Revenue – Gross receipts from sales, rentals, maintenance assessments, and other charges for municipal services, aside from utility receipts (carried in 1 above) and exclusive of amounts received from other governments (reported in PART III).
6. Special Assessments – Compulsory contributions and reimbursements from owners of property benefitted by improvements (streets, sewers, sidewalks, water extensions, etc.) as well as for servicing special assessment debt. Do not include proceeds from sales of special assessment bonds.
- 7–8. Fine and Forfeitures – Report circuit court revenues in section 7 and justice or municipal court revenues in section 8. (Fines and surcharges collected on behalf of and distributed to the State or other local governments are not revenues of the reporting entity and should not be reported on this form.)
 - Court Fines – All municipal revenue received as a result of fines and/or surcharges (except moving violations surcharges) imposed by the court.
 - Bail Forfeitures – All revenue received as a result of bail forfeitures including amounts received from individuals who elect to pay a ticket rather than appear in court.
 - Moving Violations Surcharge – Amounts received from the moving violations surcharge enacted by the 1998 State Legislature, House Bill 447. (Applies to municipalities in Salt Lake County only.)
 - Parking Ticket Revenue – All amounts received from parking tickets regardless of the violation.
9. Interest Earnings – Interest received on all deposits and investment holdings of your government and its agencies, excluding earnings of any employee pension fund. Include interest on construction funds.
10. Rents and Royalties – Revenue from temporary possession of use of government owned buildings, land, and other properties. Exclude housing, airport, and all other rental revenue reported for specific municipal services in PART II, items 2–5.
11. Miscellaneous Other Revenue – Revenue of your government and its agencies not covered by items 1 through 10, except tax and intergovernmental revenues. Include donations from private sources, insurance adjustments, etc.

Do not include:

 - receipts from sale of security holdings;
 - transfers between funds or agencies of your governments; or
 - employee's contributions to, and interest earnings of, any employee pension fund.
12. Proceeds from Bond Issues – Include all proceeds from general obligation and revenue bond issues.
13. Receipts from Sale of Property – Amounts from sale of realty, other than by tax sales (include at Part I, Item 1), including property sold to other governments.

PART III – INTERGOVERNMENTAL REVENUE

Report all amounts received by your government from other governments, including grants, shares of taxes imposed by other governments, payments in lieu of taxes, and reimbursements for services performed for other governments, excluding loans. Also exclude here, and report as "Tax Revenues" in PART I, any taxes imposed by your government which were collected for it by another government.

Exclude here and report in PART II, item 1, all receipts from utility sales to other governments.

Column (a + d) – Report all amounts your government received from the State (other than as collection fees), including any amounts financed wholly or in part from Federal grants to the State.

Column (b + e) – Report all amounts your government received from other local governments.

Column (c + f) – Report only amounts received directly from the Federal Government.

Amounts reported as "General Support" should reflect total amounts received (as per capita grants, shared taxes, etc.) without restrictions as to particular programs or purposes to be financed. Include amounts received as aid for property tax relief.

PART IV – DIRECT EXPENDITURES BY PURPOSE AND TYPE

Please note that payments made to other governments (state or local) should NOT be included in amounts reported here, but should be reported in PART V.

Enter all amounts expended during the fiscal year, for the purposes listed (net of interfund transfers). Be sure to include expenditures of all funds other than the exceptions noted in these instructions.

Column (a + d) – Enter in the appropriate functional category direct expenditure for compensation of employees and for supplies, materials, operating leases and contractual services. Include gross salaries and wages without deduction of withholdings for income taxes, employee contributions for Social Security or retirement coverage, etc. Exclude: (1) capital outlay reported in columns (b or c) and (e or f); and (2) amounts paid to other governments (report in PART V).

Governmental Administration

- 1.1 Financial Administration – Office of the finance director, auditor, comptroller, treasurer, tax assessment and collection, central accounting and purchasing services, budgeting, etc.
- 1.2 Judicial/Courts – All court and court-related activities including juries, probate officials, prosecutors, bailiffs, marshals, and public defenders. Report probation and parole under Public Safety – Corrections/Jail on line 2.4.
- 1.3 Legal/Attorney – All activities related to the municipality's attorney function. Activities related to prosecution should be included in line 1.2.
- 1.4 General Municipal Buildings – Construction, maintenance, and operation of city hall and any other buildings not relating to particular purposes. Expenditure for firehouses, hospitals, etc. is to be reported for the purpose directly involved.
- 1.5 Central Administration – Council, mayor, manager, clerk's office, recorder, and personnel.

Governmental Administration – Continued

- 1.6 Planning and Zoning – All expenditures related to planning and zoning programs. Please include related board and commission expenditures as well as special contracted services related to the programs (i.e., development of masterplans, etc.).
- 1.7 Economic Development – All expenditures related to economic development programs.

Public Safety

- 2.1 Police – Include: municipal police agencies for preventing, controlling, or reducing crime; coroners, medical examiners; vehicular inspection activities; and traffic control and safety activities.
- 2.2 Fire – All costs incurred for firefighting and fire prevention, including contributions to volunteer fire units.
- 2.3a Include ambulance and paramedic services handled by the fire department.
- 2.3b Include ambulance and paramedic services *not* handled by the fire department.
- 2.4 Corrections/Jail – Construction and operation of city jails, reformatorys, juvenile detention facilities, etc., whether for adults or juveniles. Include probation and parole activities.
- 2.5 Protective Inspection and Regulation – Regulation of private enterprise for the protection of the public and inspection of hazardous activities (including building inspection), except when related to major functions, such as health, natural resources, etc.

Environment and Housing

- 3.1 Sewer – Construction, maintenance and operation of sewer systems and sewage disposal plants.
- 3.2 Storm Drainage – Construction, maintenance and operation of storm drainage systems.
- 3.3 Solid Waste Management – Street cleaning and the collection and disposal of refuse and garbage.
- 3.4 Recycling Programs – Construction, maintenance, and operation of recycling programs or systems.
- 3.5 Housing and Community Development – Gross expenditure for urban renewal, slum clearance, housing projects, and similar activities not provided through a redevelopment agency.
- 3.6 Redevelopment Agencies – Gross expenditure for urban renewal, slum clearance, housing projects, and similar activities provided through a redevelopment agency.
- 3.7 Parks and Other Recreation – Include: playgrounds, swimming pools, museums, marinas, zoos, and other recreation activities not addressed below. (Payments to recreation districts should be shown in PART V, line 5.)
- 3.8 Include expenditures for the operation, maintenance, and construction of facilities to for the activities or services noted.
- 3.11
- 3.12 Libraries – Include payments to nongovernmental libraries as well as expenditures for libraries operated by the city or town. Aid to other governmental libraries should be reported in PART V.

Transportation

4.1 Highways, Roads and Streets – Maintenance and Construction

Report in column (a) expenditures related to road and street maintenance. As defined in the *Utah Code, Section 72-6-109 (1) (d)*, "Maintenance" means the keeping of a road facility in a safe and usable condition to which it was constructed or improved, and includes:

- the reworking of an existing surface by the application of up to and including two inches of bituminous pavement;
- the installation or replacement of guardrails, seal coats, and culverts;
- the grading or widening of an existing unpaved road or flattening of shoulders or side slopes to meet current width and safety standards; and
- horizontal or vertical alignment changes necessary to bring an existing road in compliance with current safety standards.

In general terms, maintenance shall mean the keeping of road facilities in a safe and usable condition to which it has previously been constructed or improved.

Report in column (b) expenditures related to road and street construction. As defined in the *Utah Code, Section 72-6-109 (1) (b)*, "Construction" means the work that would apply to:

- any new roadbed either by addition to existing systems or relocation;
- resurfacing of existing roadways with more than two inches of bituminous pavement; or
- new structures or replacement of existing structures, except the replacement of drainage culverts.

"Construction" does not include maintenance, emergency repairs, or the installation of traffic control devices as described in *Utah Code, Section 41-6-20*.

Report in PART V any payments to the State or county for highway purposes. Sidewalk, curb, gutter, street lighting, snow removal, and engineering are reported separately below. Report interest on highway debt in item 6.5.

- 4.2 Other Road and Street Maintenance – Report on this line other miscellaneous road and street maintenance and construction activities, such as snow removal, which are not covered by the definitions in 4.1.
- 4.3 Sidewalk, Curb, and Gutter – Report expenditures related to sidewalk, curb, and gutter repairs and maintenance.
- 4.4 Street Lighting – Report all expenditures related to street lighting operation and maintenance.
- 4.5 Engineering – Report expenditures related to engineering that are not already reported above.
- 4.6 Municipal Airports – Hangar rentals, landing charges, concession rents, sales of aircraft fuel, and other charges for use of airport facilities.
- 4.7 Parking Facilities – Municipal garages, parking lots, etc., and all purchases and maintenance of meters (including on-street meters).

Health

- 5.1 Construction and operation of hospitals by your government.
- 5.2 Other Hospitals – Payments to hospitals operated privately. Report payments to hospitals operated by other governments in PART V.
- 5.3 Health (other than hospitals) – All public health activities except provision of hospital care. Include environmental health activities: health regulation and inspection, water and air pollution control, mosquito control, animal control warden, and inspection of food handling establishments.

Interest on Debt

- 6.1 Interest on Debt – Amounts of interest paid, including any interest on short-term or to nonguaranteed obligations, as well as general obligations. Include capitalized interest
- 6.5 paid on construction loans.

Utilities

- 7.1 Gross expenditure for utility systems operated by your government. Exclude: interest to (interest is reported in item 6); utility contributions to the parent government; the cost
- 7.4 of providing services to the parent government (e.g., for street lighting, hydrant rentals, etc.); and depreciation.

All Other Expenditures

- 8.1 Include any amounts which have not been allocated above by purpose, such as to judgements, insurance premiums, and municipal service agencies. Municipal service
- 8.3 agencies might include a central garage, engineering department, or information technology department which serve more than one functional agency, and whose expenses are not allocated to the various departments.

Do not include:

- payments for retirement of debt,
- payments for purchase of securities,
- transfers between funds or agencies of your government, or
- benefits and payments from distinct employee pension funds.

PART V – INTERGOVERNMENTAL EXPENDITURES

Please detail all payments made to other governments for services or programs performed on a reimbursement or cost-sharing basis, e.g., for fire, highways, police, sanitation, etc. (Such amounts should be excluded from expenditure figures reported in columns (a+d) of PART IV.)

PART VI – PERSONNEL EXPENDITURES

Report the total expenditure for personal services (salaries, wages, and benefits) included in column (a+d) of PART IV, as well as any salaries, wages, and benefits paid to your own government's employees on force account construction projects.

PART VII – INDEBTEDNESS

Report special obligations of all agencies of your government as well as general municipal or town debt.

- 1.1 Long-term Outstanding Debt – Bonds, mortgages, etc., with an original term of more than one year issued in the name of your government or of particular agencies.
- 1.7 Include in column (e) revenue and nonguaranteed special assessment bonds payable solely from pledged earnings or special assessments on property owners. Report in column (f) general obligations and any debt backed by pledged resources but guaranteed by your government if these sources are insufficient. The sum of columns (e) and (f) should equal column (d). Exclude lease purchase installment contracts and amounts for compensated absences. Lease purchase installment contracts and amounts for compensated absences are reported in lines 2.1 and 2.2.
- 2.1 Capital Lease Purchase Agreements and Installment Purchase Contracts – Report noncurrent portions of discounted present value of total future payments on lease purchase agreements and installment purchase contracts. Include retired portion paid on such agreements and contracts in PART IV, DIRECT EXPENDITURES – columns (c and f). Include interest paid in PART IV, DIRECT EXPENDITURES – Interest on Debt, item 6.
- 2.2 Accrued Leave Liability – Report the year-end value of accrued sick leave and vacation leave which your government is required to pay even if an employee terminates.
- 3 Total Short-term Debt – Tax-anticipation notes, bond-anticipation notes, interest-bearing warrants, and other obligations with a term of one year or less. Exclude accounts payable and other noninterest-bearing obligations.

PART VIII – CASH AND INVESTMENTS HELD AT END OF FISCAL YEAR

Report separately in columns (a) through (c) the total amount of cash on hand and on deposit and investments in federal government, federal agency, state and local government and non-governmental securities. Report all investments at book value. Include in the reserves held for redemption of long-term debt total (column (a)) any mortgages and notes receivable held as offsets to housing and industrial financing loans. Exclude accounts receivable, value of real property, and all non-security assets.

- Column (a) – Reserves held for redemption of long-term debt.
- Column (b) – Unexpended proceeds from sale of bond issues held pending disbursement.
- Column (c) – All other funds except employee retirement funds.

PART IX – RATES

1. Energy Sales and Use Tax Rate – Please list the rate, if any, assessed by your community for Energy sales and use tax.
2. Cable TV Franchise Tax Rate – Please insert the rate, if any, assessed by your community for cable tv franchise taxes.
3. Telephone Franchise Tax Rate – Please insert the rate, if any, assessed by your community for telephone franchise taxes.